Excel Charts

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction and Intermediate Excel or equivalent knowledge.

Objectives

Large worksheets filled with numbers do not do a good job of allowing the user to see trends or spot inconsistencies. This is best done with a chart. Learn to create a wide range of charts from the basic Column, Pie, and Stock charts through combination (Bar and Line) charts to the more exotic waterfall and floating charts. Polish charts by learning how to refine the chart's format. Then learn how to create and use custom formats to make future charts easier and more consistent.

Course Outline

Creating Charts

- Creating charts
- Moving and resizing a chart
- Changing the chart type and sub-type
- Adding a legend
- Charting non-adjacent ranges
- Changing the chart location
- Adding titles

Formatting Charts

- Formatting chart objects
- Formatting the data series
- Formatting an axis
- Adding and removing gridlines
- Adding a data table
- Creating and using a user-defined chart format
- Adding a text box to a chart
- Adding a secondary axis
- Changing the axis scale
- Using Fill Effects
- Deleting a chart

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Excel Charts

Working with Chart Types

- Creating a column chart
- Creating a line chart
- Creating a pie chart
- Creating an exploded pie chart
- Creating a pie chart with extracted values
- Creating a gauge chart
- Creating a 3-D chart
- Creating a thermometer chart
- Creating a combination chart
- Creating a comparative histogram chart
- Creating a Gantt chart
- Creating stock charts
- Creating a floating chart
- Creating a 100% stack column chart
- Creating a waterfall chart

Printing Charts

- Printing a chart by itself
- Printing a chart as part of a spreadsheet

What Comes Next

Excel Pivot Tables

Note :

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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